

May 31, 2016

Meeting Location: Loblolly Conference Room, State Materials Office, Gainesville, Florida.

Meeting Attendees:

Asphalt TRT Members: Rich Hewitt- TRT Chairman (State Construction Office), Jeff Fetzko (Turnpike), and Igor Dubrovskiy (District 6) attended remotely by videoconference.

Other Attendees: Susan Robeson (State Construction Office) attended remotely by teleconference.

Meeting began at 10:57 am and the following items were discussed:

Sunshine Law Public Input at Public Meetings

- A request for Public Comments was made. None were received.

Agenda Item 1: Oral Presentations by Proposed Instructors

- Herb Potter sought approval to become an instructor for Asphalt Paving Level 1 and 2.

Agenda Item 2: Review of March 10, 2016 TRT Meeting Minutes

Note: Agenda Items 2 and 3 are combined below due to overlapping issues.

Agenda Item 3: Review e-mails and discuss Actions taken since last meeting of March 10, 2016.

- Exam questions challenged:
 - Paving Level 2 – received student challenges from Red Vector for questions A12 & A13. The trainee's concerns were addressed; no changes were required.
 - Plant Level 1 - received student challenges from Red Vector for questions A50/B50, A20/B37, and D49/C43. The trainee's concerns were addressed.
 - Paving Level 1 - received student challenges from Red Vector for questions A5/B16. A modification to the answer was proposed. Note: Susan directed that any changes to CTQP course materials be made by FDOT staff; the CTQP contract with Red Vector does not have a provision for them to complete updates or revisions and does have references for FDOT to produce/contract for new course/courses altered/revised by FDOT.
- Susan Robeson confirmed Mike Berkowitz is an approved instructor for Asphalt Mix Designer.

Agenda Item #4: Review of Provider audits since last meeting.

- **Action Taken-**
 - Jeff Fetzko audited a Paving Level 1 course by A&SW Consultants, Inc.
 - Instructor: Andy White
 - Provider Facility: Hampton Inn & Suites Ft. Lauderdale / Miramar (10990 Marks Way, Miramar, FL 33025)
- **Action Item-**
 - TRT Members will continue to look for auditing opportunities and will attempt to audit one course prior to next meeting.

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Agenda Item #5: Discussion of recommendations for pending requests for approval as Construction Training and Qualification Program (CTQP) Asphalt Training Providers.

- *Sustainable Road Engineering (SRE)* submitted Provider Requests for Asphalt Plant 1. The TRT expressed concerns regarding the lack of a classroom style seating setup. Hesham requested this requirement be waived. Susan indicated that this will be discussed at the next TRT Chairman's Quarterly Meeting
 - **Action Item-** Pending the outcome of the TRT Chairman's Quarterly Meeting Rich Hewitt will provide recommendation to Susan Robeson.
- *RADISE International* submitted Provider Requests for Asphalt Plant 1. The TRT recommended approval to Susan (Rich email 4/11) with the stipulation that the class size is limited to no more than 6 students per course. Also, since the laboratory location (proficiency) is separate from the course location (classroom) *RADISE International* will be required to disclose this on the CTQP website and any other course advertisements.
- *Gannet Fleming* submitted Provider Requests for Asphalt Plant 1, Plant 2, Paving 1, and Paving 2.
 - **Action Item-**
 - Rich Hewitt will verify status of this request.

Agenda Item #6: Discussion of recommendations for pending requests for approval as Construction Training and Qualification Program (CTQP) Asphalt Training Instructors.

- Herb Potter:
 - Herb attended the Asphalt TRT meeting in Gainesville today (5/31/16) where he presented selected slides from the Asphalt Paving Level 1 Course. Herb was then asked questions by the Asphalt TRT on Asphalt Paving Level 1 and 2 coursework, as well as his asphalt experience.
 - **Action Item-** Rich Hewitt will notify Susan Robeson the TRT unanimously recommends Herb Potter be approved as an instructor for the Asphalt Paving Level 1 and 2 course.
- Dan Hart:
 - Requested to become an Instructor for Asphalt Paving 1, Asphalt Paving 2, Asphalt Plant 1, and Asphalt Plant 2. Dan has not yet participated in an instructor interview by the TRT to demonstrate his teaching ability by presenting slides nor has he answered questions regarding his résumé, asphalt experience & knowledge. Dan is welcome to schedule an interview at his convenience.

Agenda Item #7: Discussion of revisions to, acceptance, and approval of current Asphalt Course Materials.

- Susan directed that any changes to CTQP course materials be made by FDOT staff; the CTQP contract with Red Vector does not have a provision for them to complete updates or revisions and does have references for FDOT to produce/contract for new course/courses altered/revised by FDOT.

Agenda Item #8: Discussion of acceptance and/or rejection of new courses

No new courses were discussed.

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Agenda Item #9: Miscellaneous discussion.

- CTQM Chapter 3 recommended revisions
 - Jeff Fetzko reviewed and forwarded “track changes” recommended revisions to TRT members (3/10/16). Greg & Rich reviewed; Rich made additional revisions. Rich forwarded the FINAL recommended CTQM Chapter 3 to Susan Robeson to publish & incorporate into the CTQM (4/4/16). Susan indicated she will present the updated chapter at the next joint meeting of the DCE/DMRE for an approval vote.
 - Sharing of duties by TRT members
 - In an effort to relieve some of the burden from the Chair (Rich), it was agreed that the TRT members will share some duties related to the quarterly TRT meetings. Specifically:
 - Meeting Minutes: Write minutes; distribute to TRT members for review; address any comments; finalize. Email final version of Meeting Minutes to Andrew Gormley for posting on the State Construction Office (SCO) website. Copy in all Asphalt TRT members and Susan Robeson.
 - Schedule next TRT Meeting in Outlook®: be sure to include an appropriate room, Videoconference Bridge, video equipment, and appropriate tech support/IT/video support staff.
 - Notification of Public Meeting: Email Andrew Gormley with location, date & time of the next Asphalt TRT Meeting so he may post official notification. Copy in all Asphalt TRT members and Susan Robeson.
- Action Item** - Rich Hewitt will create a rotation schedule for these duties.

Agenda Item #10: Selection of Date, Time, and Location of next Asphalt TRT Meeting.

- Next Asphalt TRT Meeting will be Thursday, September 08, 2016 (1:30pm – 3:30pm), in the Loblolly Room at the State Materials Office in Gainesville, FL.
- **Action Items-**
 - **Jeff Fetzko** – will schedule the next meeting and send e-mail Notification of Public Meeting for the next Asphalt TRT Meeting (May 31, 2016) to Andrew Gormley for posting on State Construction Office (SCO) website.
 - **Jeff Fetzko** - will e-mail Draft Asphalt TRT Meeting minutes (May 31, 2016) to the Asphalt TRT Members for review prior to official distribution and posting on SCO website.
 - **Asphalt TRT Members** - Will review Draft Meeting Minutes (May 31, 2016) and e-mail concurrence or modifications to Jeff Fetzko.
 - **Jeff Fetzko** - After receiving review comments & modifications from TRT Members, Jeff will make appropriate changes and e-mail final Meeting Minutes to Andrew Gormley for posting on the State Construction Office (SCO) website.

The Asphalt Technical Review Team Meeting of Tuesday, May 31, 2016 was adjourned at 12:05pm.